

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
700 W Capitol Avenue, Room 3416  
Little Rock, Arkansas 72201

**AR Notice PM-481**

**For:** County Offices

**2004 Conservation Reserve Program (CRP) Training**

**Approved by:** State Executive Director



**1 Overview**

**A Background**

National Notice CRP-465 requires State Offices to complete State-level CRP training by March 31, 2004. General Signup Offer Process, (GSOP) software must be accessed through a secure FSA Intranet website, therefore, all training sessions will be conducted in the State Committee room 5406 at 700 W Capital, Little Rock, AR. Training is scheduled March 23 through March 30 with each District scheduled for a 1-day session according to Exhibit 1 of this notice. Each session will begin at 8:30 a.m. and end at 4:00 p.m.

**B Purpose**

This notice:

- provides the scheduled dates, times and site of the training sessions
- authorizes attendance for County Office or combined county office employees to attend their designated session
- requires counties to notify the State Office of names of participants. Password security is required for all participants. **Provide a list of participants, including all county names for which each person will need security access.** E-mail your list to [Sharon.thomas@ar.usda.gov](mailto:Sharon.thomas@ar.usda.gov), no later than March 17.

**Disposal**

October 1, 2004

03-11-04

**Distribution**

All County Offices

## **2 Training Details**

### **A Authorized Attendees**

District Directors, CED's, COR's, and Conservation Program Technicians are authorized to attend. Approximately 1 ½ hour will be spent covering major policy changes with the remainder of the day's session spent on CRP offer processing. Decisions related to selection of authorized participants are the responsibility of the CED and District Director. Since we have limited availability of secure training pc's, shared management counties need to ensure that 1 employee per county participate in the training.

Counties with employees on a compressed work schedule shall refer to 17- PM for guidance if the scheduled meeting falls on a non-workday. Persons unable to attend the assigned training session must contact Donna Woodney at 501-301-3060 to arrange for transfer to a different session, if space is available. Please keep requests for transfer to a minimum. Due to security constraints, pc's will be shared with at least one other participant.

Persons with disabilities who require accommodations to attend or participate in this meeting should contact Miriam Morehead at 501-301-3015, Federal Relay Service at 1-800-877-8339, or e-mail [Miriam.morehead@ar.usda.gov](mailto:Miriam.morehead@ar.usda.gov) as soon as possible.

### **B Training Logistics**

Travel is authorized according to the FSA/FAS Travel Policy and Procedure Manual. Pool travel when possible. Due to budgetary constraints, personnel requesting overnight lodging must have District Director concurrence. Personnel staying overnight are responsible for making their own lodging arrangements. Per Diem for Pulaski County is \$111. (\$72 for lodging and \$39 for M&IE.) Review Exhibit 1 of this Notice for training dates per District.

<b>Session #1 Participants – Tuesday, March 23</b>			
<b>District #5, Gary Stewart, DD</b>			
Arkansas	2	Lincoln	2
Ashley	2	Lonoke	2
Chicot	2	Monroe	2
Desha	2	Phillips	2
Drew	2	Prairie	2
Jefferson	2	Pulaski	2
<b>Session #2 Participants – Wednesday, March 24</b>			
<b>District #4, Larry Moore, DD</b>			
Bradley/Calhoun	1	Lafayette/Columbia	2
Clark	2	Little River	2
Dallas/Cleveland	2	Miller	2
Garland/Montgomery	1	Ouachita/Union	2
Hempstead/Nevada	2	Polk	2
Hot Spring	1	Saline/Grant	1
Howard/Pike	2	Sevier	1
<b>Session #3 Participants – Thursday, March 25</b>			
<b>District #3, Sharon Schafer, Acting DD</b>			
Benton	2	Logan	1
Carroll	2	Madison	2
Conway	2	Pope	2
Faulkner/Perry	2	Sebastian/Scott/Crawford	2
Franklin	2	Washington	1
Johnson	2	Yell	1
<b>Session #4 Participants – Monday, March 29</b>			
<b>District #1, Joe Masner</b>			
Clay	2	Lee	2
Craighead	2	Mississippi	2
Crittenden	2	Poinsett	2
Cross	2	Randolph	2
Greene	2	St. Francis	2
Lawrence	2		
<b>Session #5 Participants – Tuesday, March 30</b>			
<b>District #2, Roger Davis, DD</b>			
Baxter/Marion	2	Searcy	1
Boone/Newton	2	Sharp	2
Cleburne	1	Stone	1
Fulton	2	Van Buren	2
Independence	2	White	2
Izard	2	Woodruff	2
Jackson	2		